PayEasy +HR

Payroll and Human Resource Management Software

User Manual

Version 2.01

A&A Computers Ltd,
www.aacomputers.co.tz
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1. Introduction: Payroll and HRM system

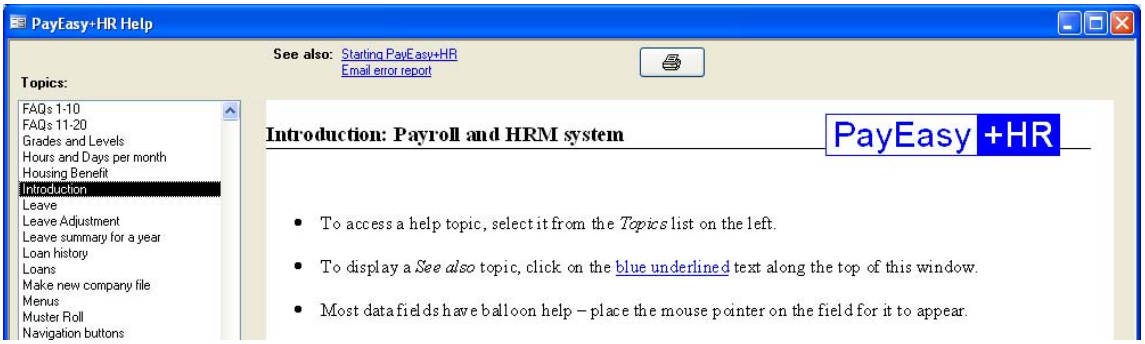
1.1 Help system

Context Sensitive Help:

- Click on the ? button on forms.

Help Index:

- To access a help topic, choose *Help* | *Help Index*, and select the topic from the *Topics* list on the left.
- To display a *See also* topic, click on the blue underlined text along the top of the PayEasy+HR Help window.


PayEasy+HR Help
See also: Starting PayEasy+HR
Email error report
Topics:
FAQs 1-10
FAQs 11-20
Grades and Levels
Hours and Days per month
Housing Benefit
Introduction
Leave
Leave Adjustment
Leave summary for a year
Loan history
Loans
Make new company file
Menus
Muster Roll
Navigation buttons
Introduction: Payroll and HRM system
PayEasy +HR
To access a help topic, select it from the Topics list on the left.
To display a See also topic, click on the blue underlined text along the top of this window.
Most data fields have balloon help – place the mouse pointer on the field for it to appear.

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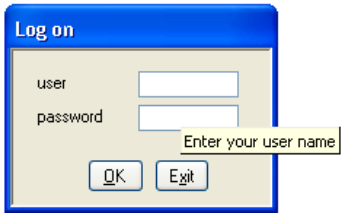
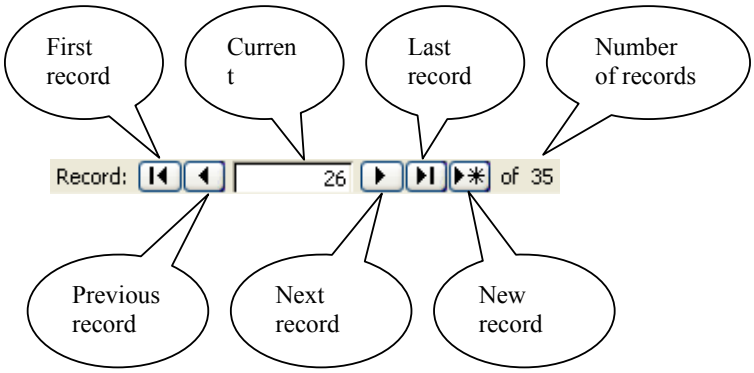


- Open the training file *HRM_training.mde* to see what data to enter, and what the reports look like.
- If you experience problems with this software, send the developer an email: select the option *Help* | *Email Error report.*

1.2 Navigation buttons

Purpose: Navigations buttons let you move between records.

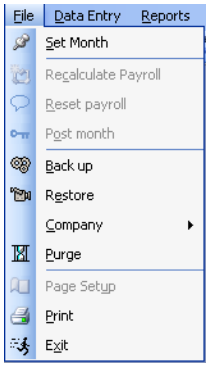


1.3 Menus

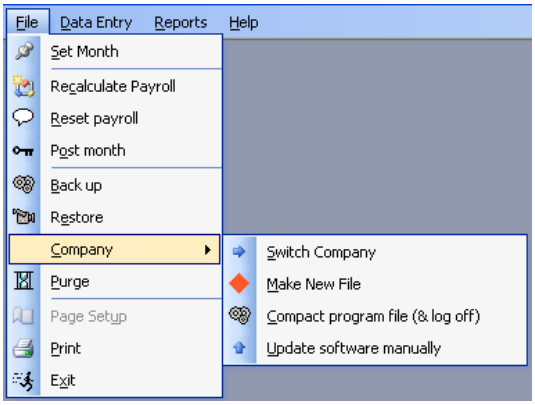
Purpose: With menus you select activities.

Menu options may be greyed out and inaccessible because of:

- The current month was already posted.
- Your rights do not allow you access these options.



A black triangle indicates that a menu has sub menus:



1.4 Learning to use PayEasy+HR

Purpose: guidance in learning to use the PayEasy+HR software
Menu: *Help* | *Help Index* | *Starting PayEasy+HR*

Below are the steps to start working with PayEasy+HR. To print out the table, use *Help* | *Help Index* | *Starting PayEasy+HR*, and click the *Print* button.
Tick √ when you have completed a task.

#	√	Area	Step	See topics
1		Learn the Program interface	Move between records, make a new record	Navigation buttons
2			Learn about the date format used	Date Format
3			Learn how to insert pictures	Picture / logo
4		Preparation of the program: Configuration	Complete Company data	Company information
5			Enter PAYE data	PAYE
6			Set the SDL percentage	SDL
7			Optionally: Set salary grades and levels	Grades and Levels
8			Enter pensions information	Pensions
9			Edit pull-down lists	Reference tables
10			Select what employee tabs to see.	Tabs in Employee info
11			Change password, Set up users	(1) Passwords (2) Users, Rights
12		Employee information	Enter employee info	Employee info
13			View and print employee reports	Reports: Print and View
14		Payroll processing	Start payroll	(1) Reset payroll (2) Recalculate
15			Set leave balance brought forward	Leave adjustment
16			Enter loan information	Loans
17			Edit salaries – incomplete months, leave	(1) Factor (2) Leave
18			Edit salaries – Overtime	Overtime
19			Edit salaries – financial adjustments	(1) Deductions (2) Earnings (3) Deposited
20			Check if the payroll is correct	Tabular overview for the month
21			View and print salaries	(1) Reports: Print and View (2) Export reports
22			Post salaries	Post Month
23			Salary information for previous months	Set month
24		Maintenance	Backing up	Backup, Restore
25			Create a new company file	Make a new company file
26			Select another data file	Link to Data file
27			Set up for multi-user access	Network
28			Update the software	Download Updates

1.5 If you experience problems

If the software produces errors:

- Choose to see the answers to Frequently Asked Questions: *Help* | *Help Index* | *FAQ1, FAQ2*
- Choose *Help* | *Email Error Report*. See section 5.2 for instructions.
- Send an email to marketing@arusha.co.tz and ask for assistance.

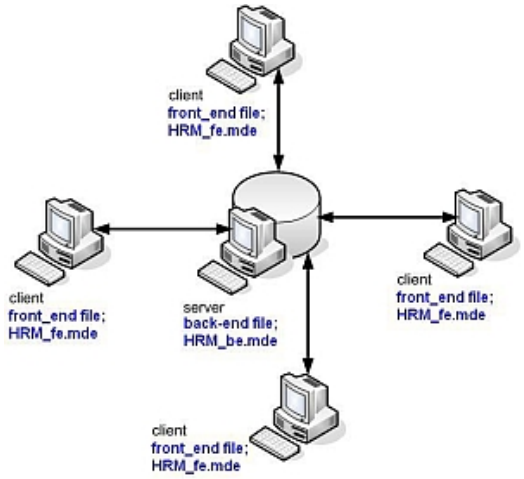
1.6 Network

The software can be used stand-alone, or multi-user on a network. To make it multi user:

- Use the Windows Explorer to copy your *HRM_be.mde file* to a shared drive.
- Link to it using *File* | *Company* | *Switch company*.

CAUTION: Copy the HRM_be.mde file, but do not move it. This would make it impossible for the software to start up.

The software can be used stand-alone, or multi-user on a network.



1.7 Multiple companies

The software can be used for multiple companies. To do this, make data files for each company, and switch between them, as described in sections 2.7.2

1.8 Calculations for the payroll

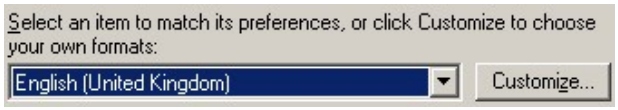
This is the algorithm used in calculating payroll values:

Calculate Overtime
BasicPerHour = Basic / Hours in month
TotalOverTime = OT rate$1_{1\text{-}4}$ * OT hours$1_{1\text{-}4}$ * BasicPerHour
Calculate Gross
Gross = Factor * Basic + TotalOverTime + Earnings Taxable - Deductions Taxable
Calculate Pension
PensionBase = Basic for ZSSF, Gross for all others.
Pension Employee = EmployeePercentage * PensionBase
Pension Employer = EmployerPercentage * PensionBase
Calculate Taxable
Taxable = Gross - Pension Employee + Housing Taxable + Loan Taxable
Calculate PAYE
PAYE = Offset + Percentage * (Taxable - LowValue)
Calculate Take Home
Take Home = Gross - Pension Employee - PAYE - DeductForLoan – Deductions + Earnings

1.9 Date format

This program requires the date format to be dd/mm/yy, the so-called UK date format. If your PC is set to another date format, for example US with mm/dd/yy, then change it as follows:

- Start
- Settings
- Control panel
- (if in Win XP category settings: select Date, Time, Language, and Regional options)
- Regional and Language settings
- Change "English (United States)" to "English (United kingdom)"


Select an item to match its preferences, or click Customize to choose your own formats:
English (United Kingdom)
Customize...

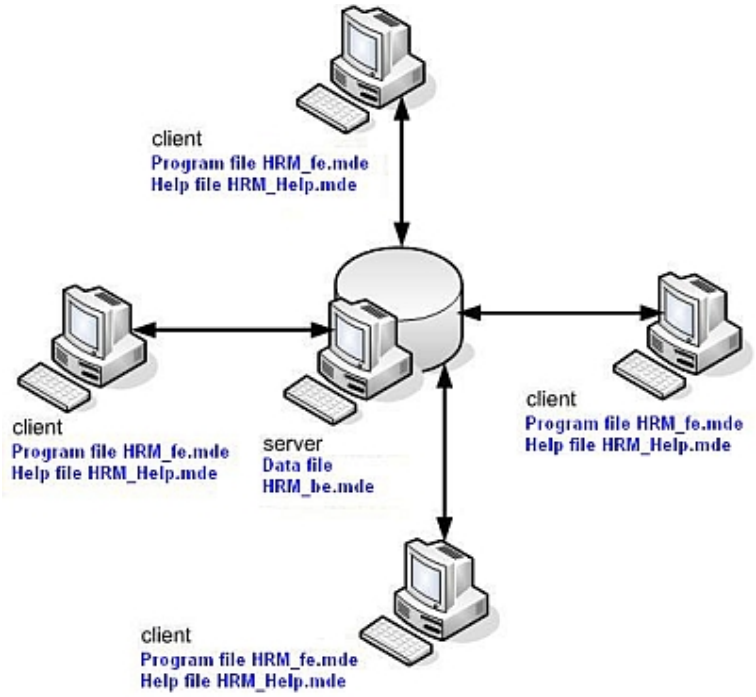
As a date separator, use the / symbol. So you would enter the year's last day as 31/12/06 and **not** as 31.12.06 or 31-12-06.

1.10 Download Updates

Updates are posted on the web: www.aacomputers.co.tz/PayEasy_updates.htm. The files are:

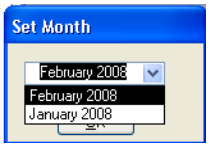
- Program file
- Help file
- User manual

After downloading them, unzip the files and copy the Program file and the Help file to the folder C:\Program Files\HRM 2008. If you are using a network, copy them to this folder on each client PC.
The User manual is for you reference, to be accessed electronically, or to be printed.



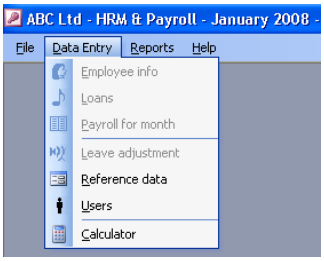
2. File commands

2.1 Set Month



Purpose: To choose the active month.
Menu: *File* | *Set Month*

- This sets the month for reports.
- The selected month is displayed along the top of the screen.
- Only if you select the current month, the payroll options on the *Data Entry* menu can be selected. Below you see that payroll entries cannot be changed for January 2008, which had already been posted.



2.2 Recalculate Payroll

Purpose: To refresh all calculations and reference values used in the form *Payroll for Month*.
Menu: *File* | *Recalculate*

- Use this to reflect changes made in the Employee form, or reference values.
- Overtime, Leave taken, Loan or Advance will remain as you set them.
- To reload default values for all fields, select the option *File* | *Reset Payroll*. All values for this month are reset to their standard values.

2.3 Reset Payroll

Purpose: To load the default values for this month.
Menu: *File* | *Recalculate Payroll.*

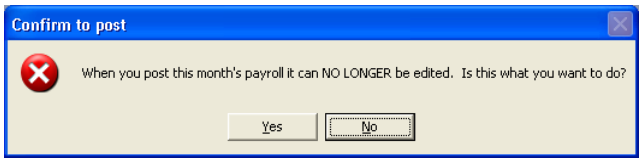
- Use this to set all fields to their default values.
- Any changes that you made to Overtime, Leave taken, Loan or Advance will be reset to zero
- To refresh all calculations and reference values, but keeping changes you made to Overtime, Leave taken, Loan or Advance, select the option *File* | *Recalculate Payroll*.

2.4 Post Month

Purpose: To permanently store this month's payroll information.
Menu: *File* | *Post month*

- Use this option after you have printed all payroll reports and are sure no more changes are needed.

- After posting the payroll, that data can no longer be changed! Unless you made a backup prior to posting:



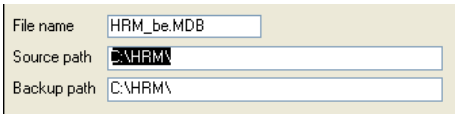
It is strongly advised to make a backup of your data just before you post. This allows you to undo a posting!

- After posting the payroll, the payroll information for the next month is automatically initialized.
- You may return to the reports of previous months with the option *File | Set Month.* You cannot change payroll values while in previous months.

2.5 Back up

Purpose: To make a spare copy of the data. Before backing up, the data file is compressed.
Menu: *File | Back up*

Caution: Before backing up, make sure that **all users are logged off**!

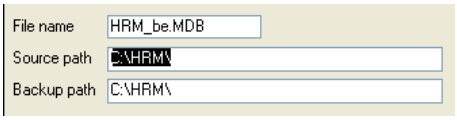


- The data is stored in the back-end, its standard file name is *HRM_be.mde.*
- The File name, Source and destination paths are set in *Data entry | Reference files | Tab: Back up, Reports.*
- The backup file receives a suffix consisting of the date and time, for example: *HRM_080126_1135.mde* was created on 26th January, 2008, at 11:35 hrs.
- To restore the file, see the section below.

2.6 Restore data file

Purpose: To return data of a previously made backup.
Menu: *File | Restore*

Caution: Before restoring, make sure that **all users are logged off**!



- The data that is used by the software is stored in the back-end, called *HRM_be.mde*
- The File name, Source and Destination paths are set in *Data entry – Reference files – Tab: Back up*
- The backup files have suffixes consisting of the date and time. For example: *HRM_080126_1135.mde* was created on 26th January, 2008, at 11:35 hrs.
- To restore the file, use the Window Explorer to delete the file *HRM_be.mde,* and rename the backup file to *HRM_be.mde*

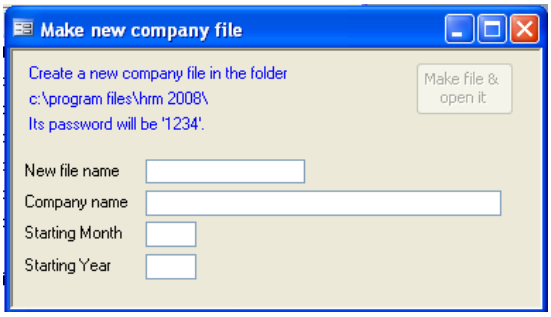
2.7 Company

2.7.1 Make new File

Purpose: To create a new company file.
Menu: *File* | *Company* | *Make new file*

This software can handle multiple companies. Only the Sysop can create a new company file.

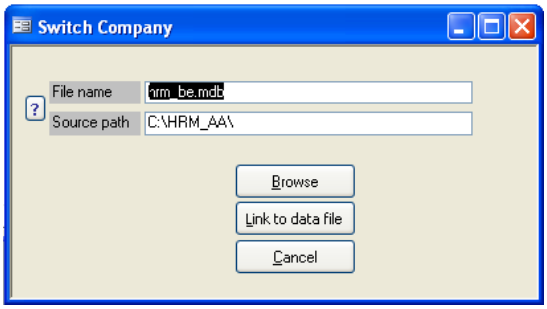
- Enter the file name, without extension – the software will add ".mde".
- Enter the company name, and the starting month and year. Note that once set, these cannot be changed.
- After you click on "Make file and open it" the file is created, and opened for you. Its user name and password are both set to '1234'.



2.7.2 Switch Company

Purpose: To open another data file.
Menu: *File* | *Company* | *Switch Company*

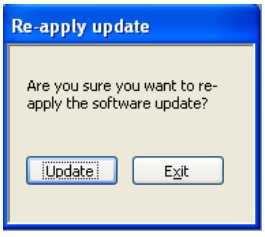
- Click Browse and select the data file you want to open
- Click "Link to data file"
- After linking, you will need to re-logon.



2.7.3 Update Software Manually

Purpose: To update file structures needed by the latest update.
Menu: *File* | *Company* | *Update Software Manually*

- After downloading the update files, when PayEasy+HR opens for the first time, file structures are adjusted. If for some reason this updating process was interrupted, restart PayEasy+HR and select *Update Software Manually.*



2.8 Purge

Purpose: To remove old records from the data file, thereby reducing its size.
Menu: *File* | *Purge*

Caution: Before Purging data, **make a back-up!**

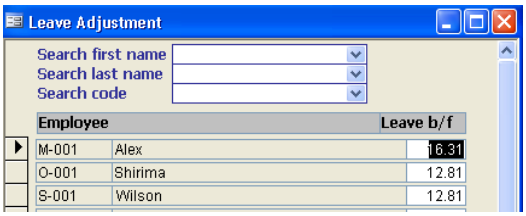
- All records with dates ending in the year you selected will be erased when you click on *Purge*.

Data Entry

3.1 Leave adjustment

Purpose: To change the stored values for Leave brought forward.
Menu: *Data entry | Leave Adjustment*

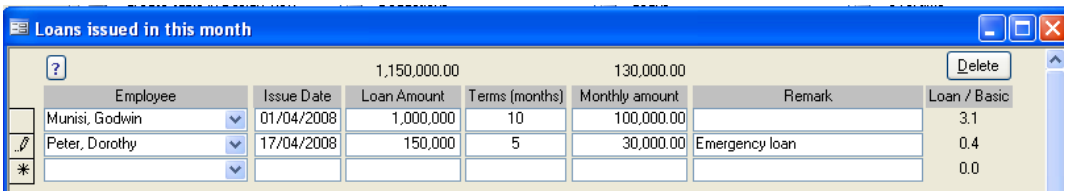
- Adjust leave to:
  - Set balances when starting the payroll system.
  - Make corrections.



3.2 Loans

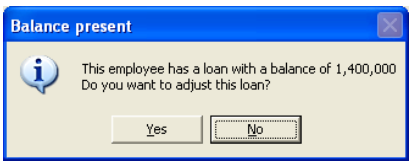
Purposes:
1. To record loans issued, and their monthly deductions.
2. To adjust recorded loans.

Menu: *Data entry | Loans*

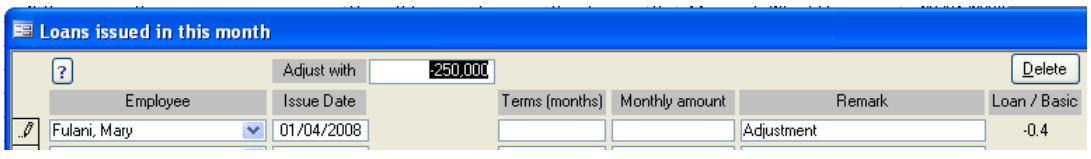


- The *Issue date* must be in the current month.
- The *Monthly Amount* is calculated as *Loan Amount / Terms.*
- The Monthly Amount is shown in *Data Entry | Payroll for Month*, and can be edited.

- To adjust a loan, select an Employee who has a loan running. Answer *Yes* when asked



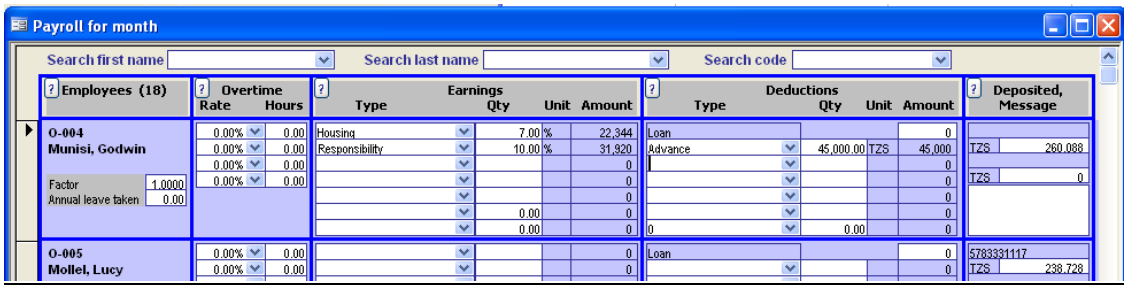
- Enter a negative or positive amount with which to adjust:



3.3 Payroll for month

3.3.1 Contract employees

Purpose: Edit entries in the active month's payroll for the contract employees.
Menu: *Data Entry | Payroll for month.*

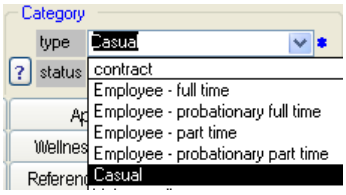


- To add or remove an employee, use *Data Entry | Employee info.*
- Use the **factor** field for employees who worked less than a month: upon recruitment or termination.
- **Annual Leave taken**: enter the days taken in the month.
- **Overtime**: select a rate, and hours for that month and rate. The hourly overtime amount is calculated from the basic salary and the hours worked per month., as entered in the *Employee info* form, *Employment details* tab.
- Select and edit **Earnings**, **Deductions** as required.
- By default, the first **bank account** receives the full take home amount. If there is a second bank, you may enter an amount in it.
    - Once posted, the payroll cannot be updated anymore, see *Post month*.
    - In the bottom of the screen results for the selected employee are shown.

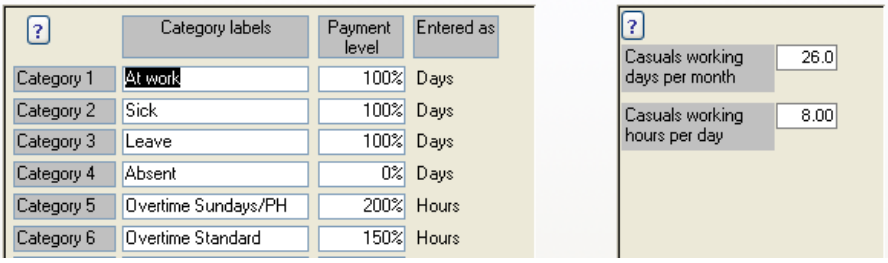
3.3.2 Seasonal workers

Purpose: Edit entries in the active month's payroll for the seasonal workers.
Menus: *Data Entry | Muster roll.*

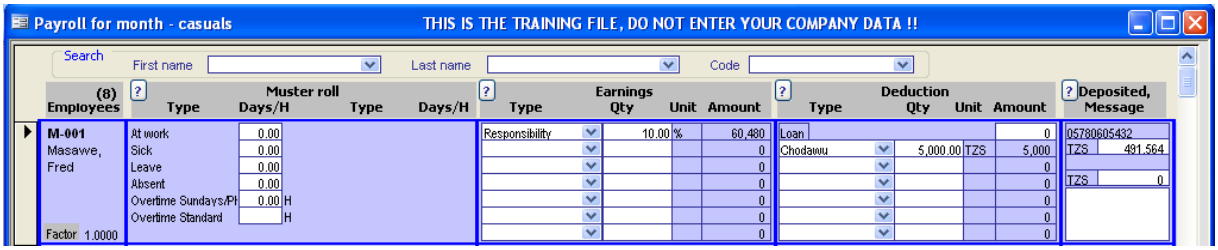
- To set employment as Casual, select *Data entry | Employee Info* and set *Type* to "Casual".



- To define the Casual categories, select *Data entry | Reference Data | Tab: Casuals* and define their names and payment rates. In the same screen you can also set the number of working days, and working hours per day.



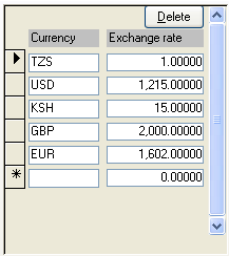
- Select *Data entry* | *Muster Roll* and enter for each category the days worked. For Overtime categories that have an 'H' on the right of their fields, enter hours.
- Earnings and deductions are entered as for Contract Employees, see 3.3.1 above.



3.4 Reference Tables

Purpose:
1. Manage the contents of pull-down lists in data entry forms.
2. Record default information.
3. Record PAYE tax tables.

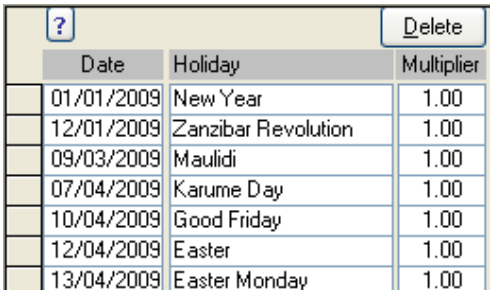
Menu: *Data Entry* | *Reference Tables*



- Add entries by scrolling to the bottom of the list, and enter data.
- Delete an entry: select the entry by clicking to the left of it, and press the Del button.

3.5 Public holidays

Purpose: To compensate employees with leave days for working on public holidays
Menu: *Date Entry* | *Reference data* | *Tab: Employment*



- If you want to use this feature, enter public holidays as shown above
  - To compensate a public holiday with one leave day, make the multipliers '1.00'
  - The leave days earned is increased with the days compensated.
- If you do not want to use this feature, make multipliers '0.00' or don't enter any Public holidays at all.

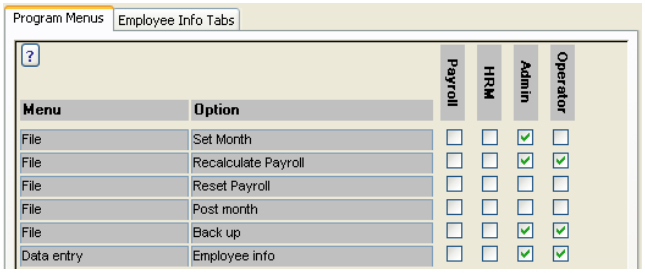
3.6 Users

Purpose:

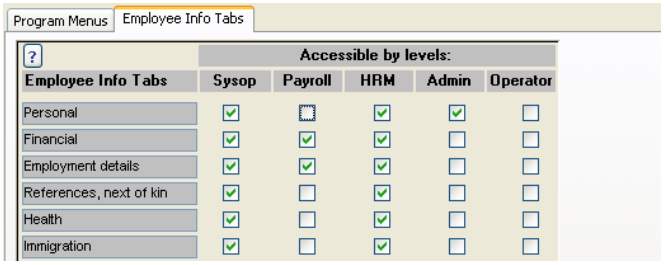
1. Control access to the program's options.
2. Control access to Tabs in the employee Info form.

Menu: *Data entry | Users*

- By ticking in the columns of the user groups, they gain access to the corresponding menu item.



- By ticking in the columns of the user groups, they gain access to the corresponding tabs in the Employee Info form.

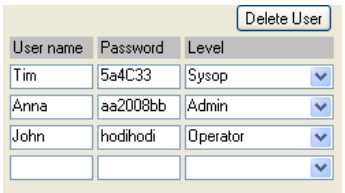


- Users, and their Passwords are defined in the passwords table, also under the option *Data Entry | Users*
- The SysOp access level has access to **all** options.

3.7 Passwords

Purpose: To provide controlled access to the program's options.
Menu: *Data entry | Users*

- User names, passwords and their access levels are set in *Data entry | Users.*



- The access levels and their options are set in the Rights table in *Data entry Users.*
- Note that the first user cannot be deleted, and its level cannot be changed from Sysop.

3.8 Company Info

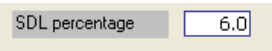
Purpose: To enter company information that is used in report headers.
Menu: *Data entry | Reference Data | Tab: Company.*

- Add a logo: look for help under Picture / Logo
- Note that the name of the organization cannot be changed.

3.9 SDL

Purpose: To set the SDL percentage
Menu: *Data Entry | Reference Data | Tab: PAYE, SDL*

- Set SDL to the percentage required:



- If your company is exempted, set the SDL percentage to zero.

3.10 Grades and Levels

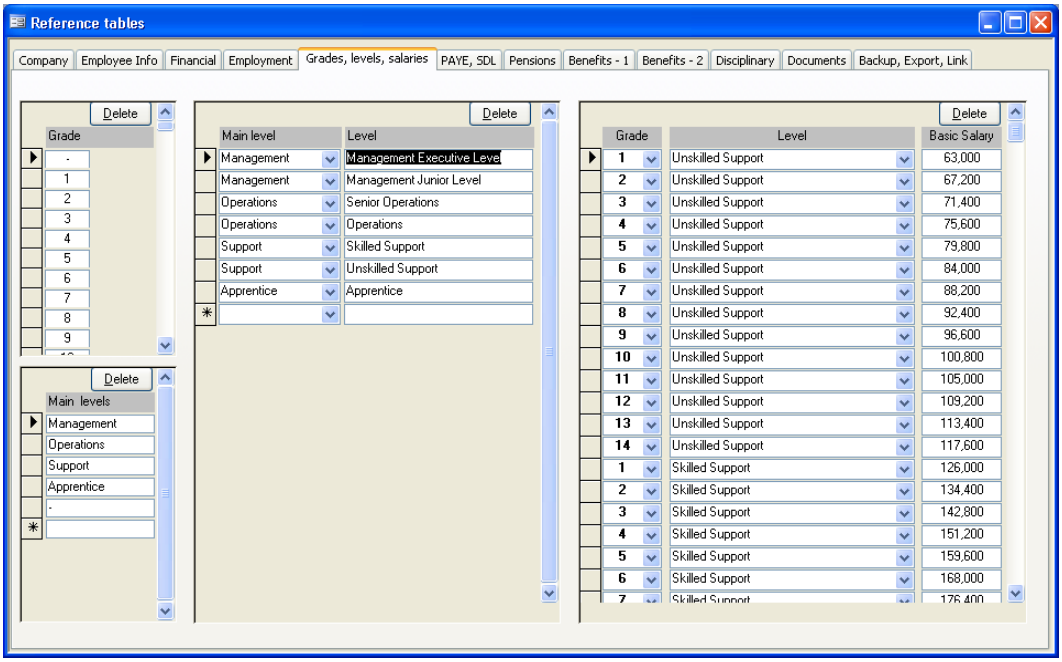
Purpose: Grades and levels allow using salary scales.
Menus:

1. Defined in *Data Entry | Reference Tables | Tab: Grades, Level Salaries.*
2. Used in *Data Entry | Employee Info | Tab: Employment Details.*

The salaries are based on a matrix of Grades and Levels as shown below:

Main levels →	Management		Operations		Support	
Levels → / Grades ↓	Executive Management	Junior Management	Senior Operations	Junior Operations	Skilled Support	Unskilled support
1						
2		Basic salaries are entered here				
3						
etc						

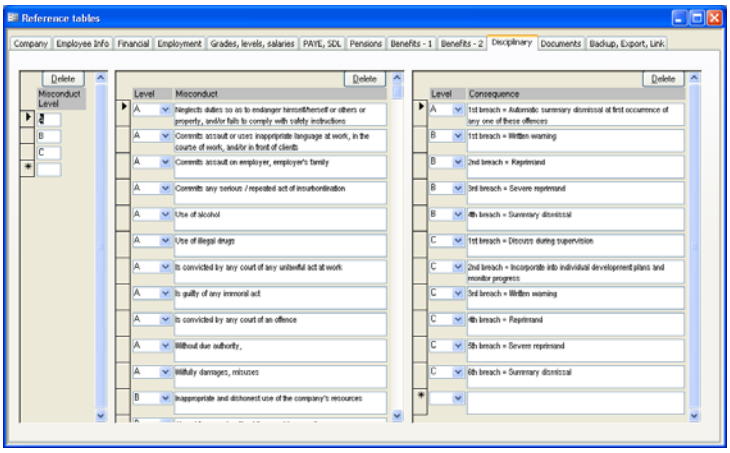
You can name the Grades, Main levels and Levels. Basic Salaries are entered in the table *Grade | Level | Basic Salary.*


Reference tables
Company
Employee Info
Financial
Employment
Grades, levels, salaries
PAYE, SDL
Pensions
Benefits - 1
Benefits - 2
Disciplinary
Documents
Backup, Export, Link
Delete
Grade
Main levels
Management
Operations
Support
Apprentice
Main level
Level
Management Executive Level
Management Junior Level
Senior Operations
Operations
Skilled Support
Unskilled Support
Apprentice
Basic Salary
63,000
67,200
71,400
75,600
79,800
84,000
88,200
92,400
96,600
100,800
105,000
109,200
113,400
117,600
126,000
134,400
142,800
151,200
159,600
168,000

3.11 Disciplinary

Purpose: To record misconducts of employees, and their consequences
Menus:

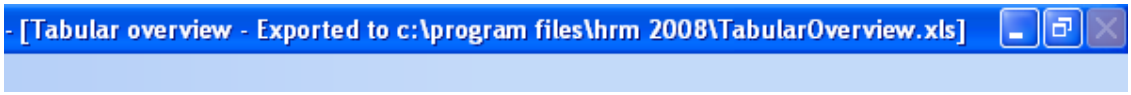
1. Defined in *Data Entry* | *Reference Tables* | *Tab: Disciplinary*
2. Used in *Data Entry* | *Employee Info* | *Tab: Disciplinary.*



3.12 Export Reports

Purpose: To export reports to Excel for further processing.
Menu: *Data Entry* | *Reference data* | *Tab: Folders*

- Almost all reports are automatically exported to a folder of your choice, whenever you open them.
- The file name and path is displayed at the top of the screen:

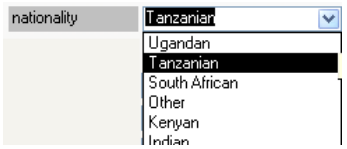


- The previous copy, if any, will be overwritten, unless you renamed it.
- To set the export folder, use *Data Entry* | *Reference data* | *Folders.*

3.13 Employee info

Purpose:
1. To enter employees' information for reference.
2. To supply information for payroll and HRM reports.
3. To track employees' information over time.

Menus:
1. *Data entry* | *Employee Info*
2. Define entries in pull down fields**:** *Data Entry* | *Reference tables*.



- To attach reports, click on the blue arrows and browse to the target document.

- To add a photograph see section 3.14.

3.14 Picture

Purpose: Paste pictures and logo into forms.
Menu: (1) *Data Entry* | *Employee Info* | *Tab: Personal* (2) *Data Entry* | *Reference Data* | *Tab: Company*)

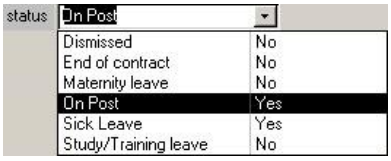
Pictures / graphics are set in two places:

- **Employee's photograph.**
  - The employee photograph is used in the report "*Employee Info sheets*".
  - To add a photograph:
    - Copy (CTRL+C) a jpg file with photograph of approximately 100x 120 pixels.
    - Select the picture box, and paste (CTRL+V) it.

- **Organization's logo**.
  - The logo is printed at the top of all reports.
  - To add a logo:
    - Copy (CTRL+C) a jpg file with logo of approximately 100x 500 pixels.
    - Select the picture box, and paste (CTRL+V) it.

3.15 Status

- The *Status* field captures the current employee status in *Data entry* | *Employee info:*



- Edit the status fields in *Data Entry* | *Reference table* | *Employee info*. The *active* tick box indicates whether an employee is included in the payroll, and receives salary.

3.16 Factor

Purpose:
1. The factor allows you to issue only a fraction of the monthly salary. Factor affects the basic salary, and leave earned values.
2. Used to yield the *effective days worked* for casual workers.

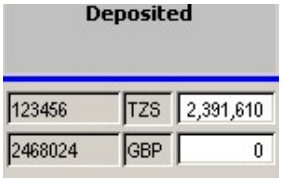
Menu: *Data Entry | Employee Info*

This factor is always set to '1.0000' except:

- When employment **started** or **ended** during the month, so that Factor can be entered as a fraction representing the days employed in that month. If an employee starts working on June 17th, then
  Factor = (30-17) / 30 = 0.4333
- When an employee has been on sick leave for more than 60 days, and the basic salary is reduced with 50%
- For casual workers.

3.17 Deposited

Purpose: To select on what account what amount should be deposited.
Menu: *Data Entry | Employee Info*

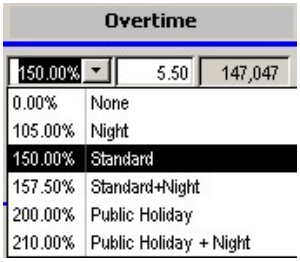


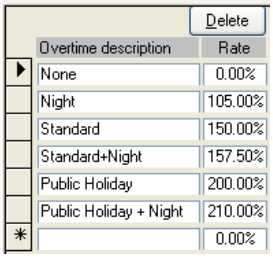
- The deposited amount for the first bank account is calculated to be equal to the Take Home amount.
- If there's a second account, you may choose to enter here the whole amount or part of it. The other account's amount is reduced so that the total remains equal to the take home amount.

3.18 Overtime

Purpose:
1. Configure the overtime types and their rates
2. Set overtime for employees, for the month

Menu:
1. Data Entry | Employee Info
2. Data entry | Reference tables | Tab: Financial

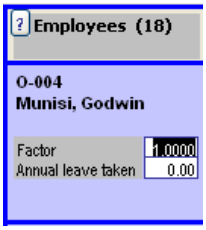




- Overtime is calculated as Rate x hours x (basic salary/hour)
- The rates are selected in the *Payroll for month* form. The hours are entered there also.
- The basic salary per hour information is entered in *Data Entry | Employee info – Employment details.* Basic salary follows from *Grade* and *Employment level*; Hours from *Hours per month:*
- The rates are entered in *Data entry | Reference tables | Tab: Financial.*

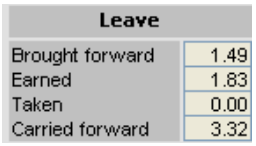
3.19 Leave

Purpose: To record employee Annual Leave.
Menu: *Data entry | Payroll for month | Field: Leave*



- **Annual leave taken**: the number of leave days taken in the current month is entered here.

The summary shows:

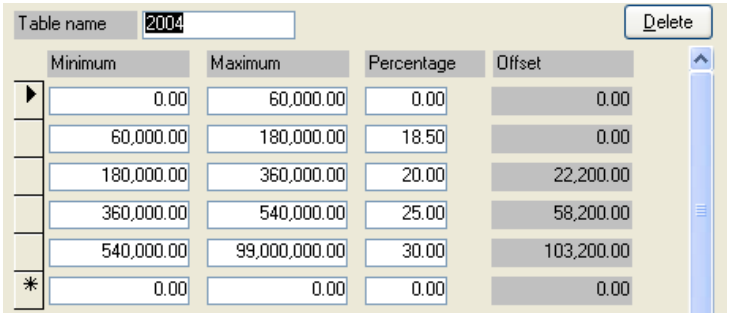


- Brought forward: leave brought forward from the previous month. This value can be changed through *Data entry | Leave adjustment.*
- Earned: value entered under *Data Entry | Employee info | Employment details.*
- Carried forward: leave carried forward to the next month.

3.20 PAYE

Purpose: Select, or add a new PAYE table
Menu: *Data Entry | Reference tables | Tab: PAYE, SDL*

The Pay-As-You-Earn deduction is calculated from a table, updated every other year or so by the TRA.



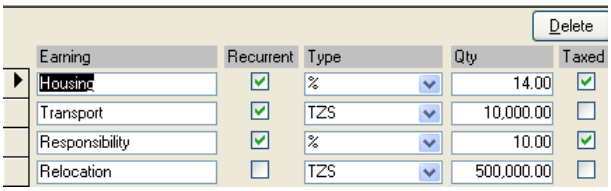
Give each table a name (in the example above: "2004") and enter for each income band the Minimum, Maximum and Percentage, found on page one of the PAYE booklet. Offset is calculated.

- Select the table that is currently used in the payroll:

3.21 Earnings

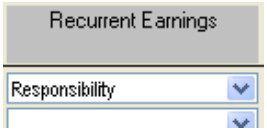
Purpose: To define and use employee earnings.
Menus:
(1) *Data Entry* | *Reference Data* | *Earnings and Deductions*
(2) *Data entry* | *Employee Info* | *Tab: Employment details*
(3) *Data entry* | *Payroll for month*

- Define the Earnings in *Data Entry* | *Reference Data* | *Earnings and Deductions*



- The name of the Earning is set in the column **Earnings.**
- Tick 'recurrent' if the earning should be added each month.
- In the **type column**, indicate if the quantity of the next column is either % of the basic salary, % on Gross salary, a fixed value in TZS, or a number of days.
- Tick **Taxed** if the Earning is taxable. Note that % on Gross can not be taxed.

- To set a recurrent earning for an employee, select *Data entry* | *Employee Info* | *Tab: Employment details*:

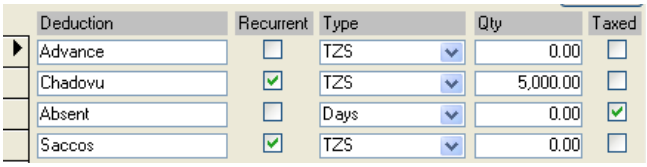


- In *Data entry* | *Payroll for month* you can adjust recurrent Earnings and add other Earnings.

3.22 Deductions

Purpose: Define and use employee deductions.
Menus:
(1) *Data Entry* | *Reference data* | *Earnings and deductions*
(2) *Data entry* | *Employee Info* | *Tab: Employment details*
(3) *Data entry* | *Payroll for month*

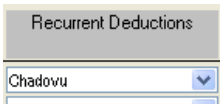
Define employee Deductions with *Data Entry* | *Reference data* | *Earnings and deductions*



- The name of the Deduction is set in the column **Deductions.**
- Tick 'recurrent' if the Deduction should be added each month.

- In the **type column**, indicate if the quantity of the next column is either % of the basic salary, % on gross salary, a fixed value in TZS, or a number of days.
- Tick **Taxed** if the Deduction is taxable. Note that % on Gross can not be taxed.

- To set a recurrent Deduction for an employee, select *Data entry | Employee Info | Tab: Employment details*:

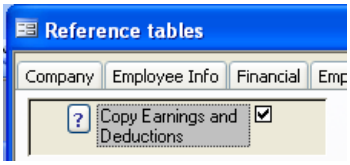


- In *Data entry | Payroll for month* you can adjust recurrent Deductions and add other Deductions.

Deductions			
Type	Qty	Unit	Amount
Loan			500,000
Absent	5.00	Days	610,909
Chadovu	5,000.00	TZS	5,000
Advance	100,000.00	TZS	100,000

3.23 Copy Earnings and Deductions

Purpose: To copy the Earnings and Deductions of the previous month.
Menu: *Date Entry | Reference data | Tab: Earnings, Deductions*



- Earnings and Deductions are automatically entered on these options:
  - Post month
  - Reset payroll
- When the tick box *Copy Earnings and Deductions* has been:
  - Ticked, Earnings and Deductions of the previous month are literally copied to the current month. Any calculations as configured in the Earnings and Deductions are not considered.
  - Un-ticked, only the recurrent Earnings and Deductions are entered, and amounts are calculated as configured.

3.24 Pensions and insurances

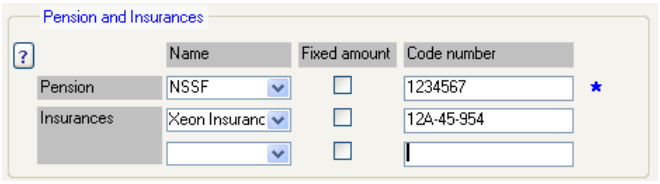
Purpose: To define pensions and insurances
Menu: 1. *Data Entry | Reference data | Tab: Pension, Insurance* 2. *Data Entry | Employee data | Tab: Financial*

- Pensions are defined in *Data Entry | Reference data | Tab: Pension, Insurance*

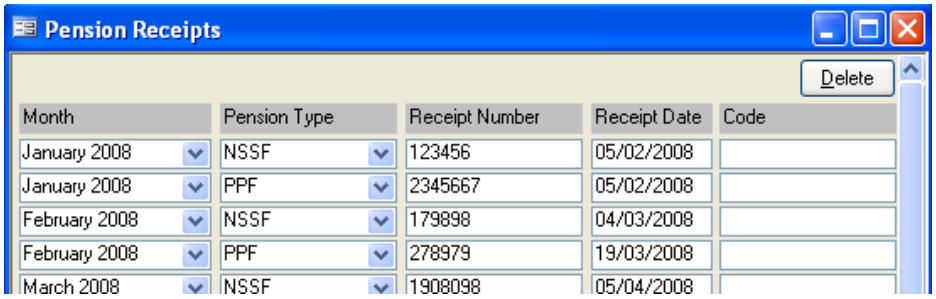
Pension / Insurance	Employee Contribution %	Employer Contribution %	Employee Contribution Amt	Employer Contribution Amt	Employer number	District code	On Basic	Taxed
NSSF	10.00	10.00			123456	0102	☐	☐
PPF	10.00	10.00			654321		☐	☐
Xeon Insurance	1.00	0.00	0	0			☑	☑
ZSSF	5.00	10.00	0	0	24680		☑	☐
	0.00	0.00	0	0			☐	☐

- NSSF and PPF are based on the Gross Salary, unless you tick the *On Basic* box. Zanzibar pensions are based on the Basic Salary. Pensions are not taxed (refer to Income Tax Act 2006 Section 61 Sub-sections 1 & 2)

- Enter pension and insurance information for employees in *Data Entry* | *Employee data* | *Tab: Financial.* Select *Fixed Amount* for employees who contribute pensions abroad.



- These pension reports are available:
  - Official NSSF monthly report: *Reports* | *Pensions* | *NSSF summary for the month*
  - Pension summaries: *Reports* | *Pensions* | *Pension summaries*
  - Monthly pensions paid: *Reports* | *Tabular overview for the month*
  - Yearly pensions paid: *Reports* | *P9, P10, Pension summary for a year*



- To produce a report, select *Reports – Pensions – Pension Receipts NSSF* or *Pension receipts All*
- *Select the employee, and then run the report*

Tarehe ya michango: _____

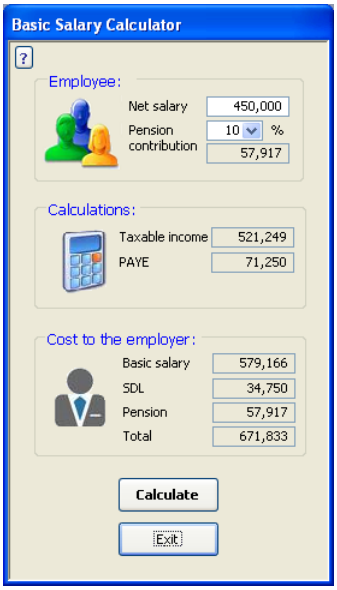
Tarehe ya Kuacha Kazi: _____

Mwezi wa Michango	Kiasi cha mchango	Na. ya Risiti (NSSF/Com.6)	Tarehe ya Risiti	Nambari iliyotumika kutuma michango
January 2008	537,600	123456	05/02/2008	
February 2008	537,600	179898	04/03/2008	
March 2008	537,600	1908098	05/04/2008	
April 2008	537,600	108098	03/05/2008	
May 2008	537,600	101431	03/06/2008	
	2,688,000			

- Sahihi _____

3.25 Basic salary calculator

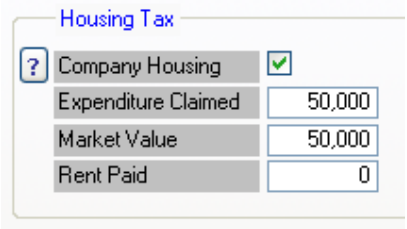
Purpose: to calculate the Net salary from a given Basic salary
Menu: *Data entry | Basic salary calculator*.



- Enter the Net salary
- Select a pension scheme – the calculator uses the employee contribution percentage.
- Click Calculate. It may take a few seconds to find the corresponding Basic Salary.

3.26 Housing Tax

Purpose: Calculate the Housing benefit
Menus: (1) Set in *Data Entry | Reference Data | Tab: PAYE, SDL | Housing Tax* (2) *Data Entry | Employee Info | Tab: Financial*



Factors:

```
BP  = Benefit Percentage*
EC  = Expenditure Claimed by the Company
MVR = Market Value Rent
RP  = Rent Paid by Employee

Housing Benefit = min ( max ( BP, EC), MVR ) -
RP
```

* In 2008 BP is 15% of the Gross Salary, excluding the Housing Benefit

4. Reports

4.1 Pension Summaries

Purpose: To summarize the monthly pension contributions
Menu: *Reports | Pension Summaries*

- You select reports by pension provider.
- The report lists gross salaries, employee contribution and employer contribution for each employee.

ABC Ltd

PPF pensions for February 2008

Code	Last name	First name	Gross Salary	Pension employee 10%	Pension employer 10%
O-001	Lema	Peter	705,600	70,560	70,560
O-002	Juma	Hamisi	537,600	53,760	53,760
O-006	Fulani	Mary	638,400	63,840	63,840
O-008	Ngoda	Stanley	336,000	33,600	33,600

4.2 Loan History

Purpose: To summarize loans issued, and their deductions and balances.
Menu: *Reports | Loan History*

- This report summarizes loans information, for a single employee, or all.
- To produce a report for all employees, leave the *Employee* field empty.
- Loan information is entered under *Data Entry | Loans.*

ABC Ltd

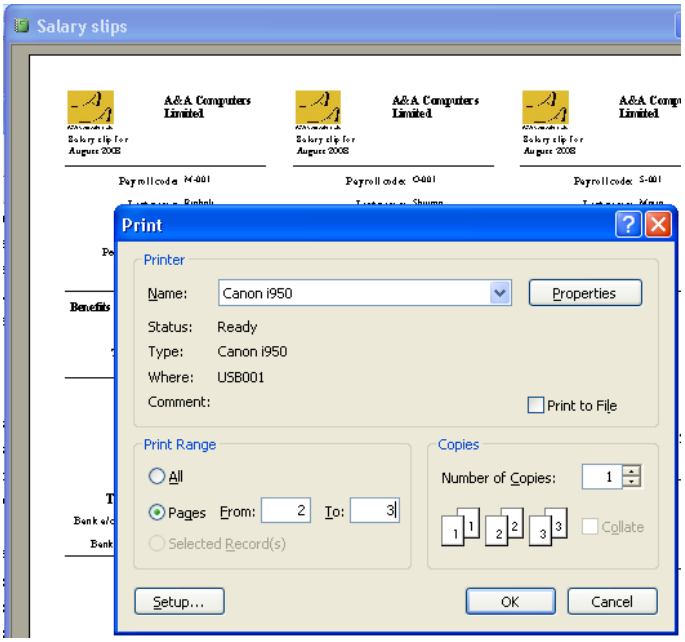
Loan history

Employee	Transaction Date	Transaction Type	Amount	Terms (months)	Monthly Amount	Remark
Masave, Fred	01/01/2008	Issue	2,000,000.00	4	500,000.00	
	31/01/2008	Deduction	-500,000.00			
		Balance	1,500,000.00			

4.3 Salary slips

Purpose: Display or print the pay slips for the current month.
Menu: *Reports | Salary Slips*

- By selecting previous months, you can reprint pay slips.
- Print a range of slips using the *File | Print* dialog box



To print a signature box in the slip's bottom, select *Data entry | Reference data | Financial* and tick *Print Footer on Salary Slips.*

4.4 Tabular overview for the month

Purpose: Summarizes all earnings and deductions for all employees in a month.
Menu: *Reports | Tabular Overview for the Month | Detailed Overview*

- Use this report to check the payroll before producing pay slips.

ABC Ltd.

ABC Ltd
Payroll for April 2008

		EARNINGS				DEDUCTIONS					PAID BY EMPLOYER		TOTALS		
Code	Name	Basic	Over-time	Taxable other Earnings	Untaxed other Earnings	Pension employee	PAYE	Loan deduction	Taxable other deductions	Untaxed other deductions	SDL	Pension employer	Gross	Taxable	Take home
M-001	Fred Masawe	1,481,900	0	0	0	148,190	334,113	0	0	0	88,914	148,190	1,481,900	1,333,710	999,597
O-001	Peter Lema	705,600	0	0	0	70,560	124,512	50,000	0	50,000	42,336	70,560	705,600	635,040	460,528
O-002	Hamisi Juma	537,600	0	0	0	53,760	81,960	0	0	0	32,256	53,760	537,600	483,840	401,880
O-003	Dorothy Peter	386,400	0	0	0	38,640	48,552	0	0	0	23,184	38,640	386,400	347,760	299,208

4.5 NSSF Summary for the month

Purpose: Display or print the official NSSF summary report for the current month.
Menu: *Reports | NSSF Summary for the month*

NATIONAL SOCIAL SECURITY FUND FORM: NSSF CON 5 (NSSF15)
TAARIFA YA MICHANGO YA WANACHAMA / MEMBERS' CONTRIBUTION RECORD

Jina la tajiri/Employer's name: ABC Ltd

Anwani/Address: P.O. Box 24680 Arusha

Namba ya Tajiri/Employer No.: 123456 Namba ya Mkoa/Regional code: 0101

Mchango wa wanachama kwa mwezi wa Mwaka Ukurasa
Statutory contribution for the month April Year 2008 Page No. 1

S/ No	Jina la Mwanachama Member's name	Mshahara Wage	Namba ya Mwanachama Member No	Michango (Contributions) Shs Cts
1	Babu Kaaya	201,600	34375777	40,320.00
2	Dorothy Peter	386,400	35168777	77,280.00

4.6 Bank deposit advise

Purpose: Display or print the Bank deposit advice for the current month.
Menu: *Reports | Bank deposit advise*

- Each Bank appears on its own sheet.

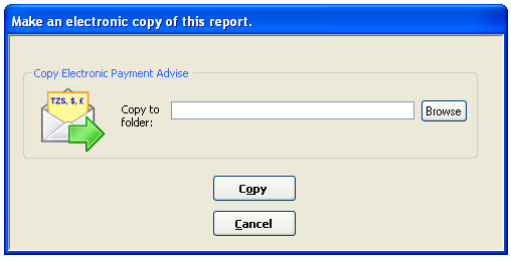
ABC Ltd.

ABC Ltd
Salary deposit advise for February 2008
Bank: EXIM Bank - Arusha

Last name	First name	TZS account	Amount
Fulani	Mary	5782034444	328,192.00
Juma	Hamisi	5780605333	401,880.00
Lema	Peter	5780612345	260,528.00
Lucky	Jonathan	5742855111	309,000.00
Mangi	Judy	5785709222	334,600.00
Masawe	Fred	05780605432	1,374,902.20
Mmbaga	Emanuel	5771152555	212,920.00
Mollel	Lucy	5783331117	238,728.00
Ngoda	Stanley	5784771222	164,259.00
Peter	Dorothy	5783330444	249,208.00
Swai	Kennedy	5785217999	233,840.00
		Total TZS	**4,108,057.20**

Date:	08/03/2008
Cheque number(s):	
Signatory 1:	
Signatory 2:	

- By entering a folder name, a file "Bankadvise.xls" is sent to it.



4.7 P9, P10, Pensions overview for a year

Purpose:
To summarize payments of the basic salary, PAYE, Pension NSSF and net salary of a year.

- This report summarizes data for the P9 and P10 form, and summarizes Pension payments, for each employee.
- By selecting a previous year, historical reports are made.
- Note that if a month has not yet been posted, it is NOT included in this report.

ABC Ltd

P9, P10, Pension summary for 2008

M-001: Masawe, Fred - NSSF #: 36891212

Month	Gross	NSSF employee	NSSF employer	Taxable	PAYE	Take home
January	2,688,000	268,800	268,800	2,419,200	659,760	909,440
February	2,871,273	287,127	287,127	2,584,146	709,244	1,374,902
March						
April						
May						
June						
Sub totals	5,559,273	555,927	555,927	5,003,346	1,369,004	2,284,342
July						
August						
September						
October						
November						
December						
Sub totals						
Yearly totals	5,559,273	555,927	555,927	5,003,346	1,369,004	2,284,342

4.8 Leave summary for a year

Purpose: To summarize payments of the basic salary, PAYE, Pension NSSF and net salary of a year.
Menu: *Reports | P9, P10, Pensions overview for a year*

- These reports summarize yearly TRA and Pension payments, for each employee.
- By selecting a previous year, historical reports are made.
- Note that if a month has not yet been posted, it is NOT included in this report.

ABC Ltd

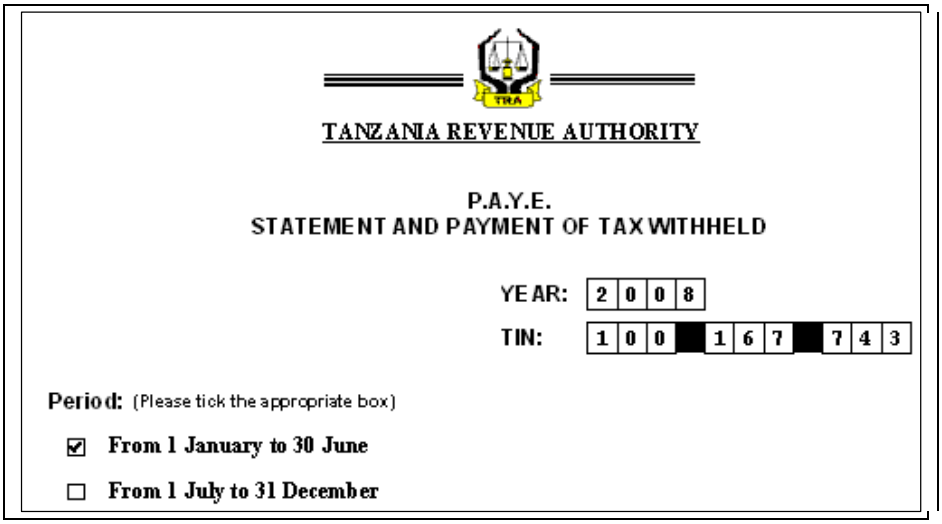
Leave summary for 2008

Code	Name	Month	B/f	Earned	Taken	C/f
M-001	Masawe, Fred	January	0.00	2.33	3.50	-1.17
		February	-1.17	2.33	2.00	-0.84
O-001	Lema, Peter	January	0.00	1.83	0.00	1.83
		February	1.83	1.83	1.00	2.66
O-002	Juma, Hamisi	January	0.00	1.83	0.00	1.83
		February	1.83	1.83	0.00	3.66

4.9 PAYE bi-annual report

Purpose: to generate the TRA report ITX215.01.E
Menus:

1. Enter information for this form in *Reports | P9, P10, Summary information for a year | Info for TRA forms*
2. Run the report with *Reports | P9, P10, Summary information for a year | PAYE statement*


TANZANIA REVENUE AUTHORITY

P.A.Y.E.
STATEMENT AND PAYMENT OF TAX WITHHELD

YEAR: 2008

TIN: 100 167 743

Period: (Please tick the appropriate box)

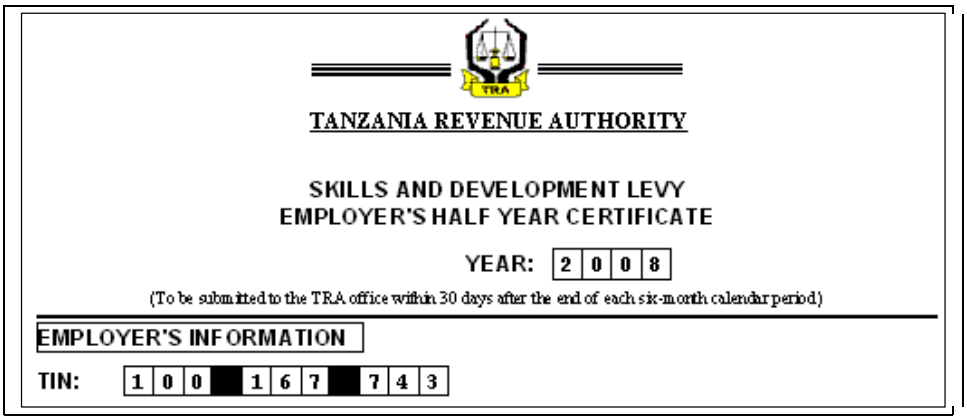
☑ From 1 January to 30 June

☐ From 1 July to 31 December

4.10 SDL bi-annual report

Purpose: to generate the TRA report ITX220.01.E
Menus:

1. Enter information for this form in *Reports | P9, P10, Summary information for a year | Info for TRA forms.*
2. Run the report with *Reports | P9, P10, Summary information for a year | SDL statement.*


TANZANIA REVENUE AUTHORITY

SKILLS AND DEVELOPMENT LEVY
EMPLOYER'S HALF YEAR CERTIFICATE

YEAR: 2008

(To be submitted to the TRA office within 30 days after the end of each six-month calendar period)

EMPLOYER'S INFORMATION

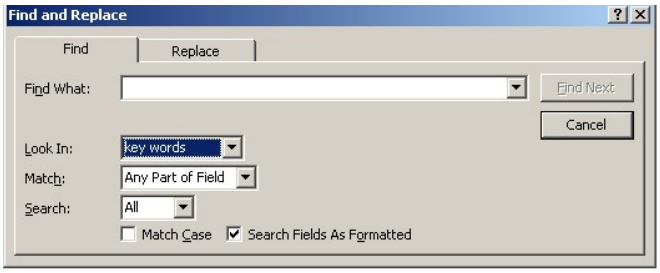
TIN: 100 167 743

5. Help

5.1 Documents list

Purpose: To access documents, by sorting and categorizing them.
Menu: *Help | Documents List*

- The documents are stored in a folder on the server, ask the system administrator which folder.
- Search: Select the column you want to search items in, and set *Match* to *Any part of field* and *Search* to *All* for best search results:



- No sort: remove the sorting sequence you set with the up and down arrows.
- Select: click *Select* and browse to the document to be linked.

5.2 Email error report

Purpose: Report errors, or suggest improvements, to the programmer.
Menu: *Help | Email Error report*

- Complete the fields and click "submit" to generate an email message to the programmer.
- Use the navigation buttons in the bottom to see previous error reports.